



Iowa Department of
Administrative Services

General Services Enterprise

Thomas J. Vilsack, Governor
Sally J. Pederson, Lt. Governor

Mollie K. Anderson, Director
Paul F. Carlson, Chief Operating Officer

General Services Enterprise Customer Council

Welcomes its newest Public Member, John H. Connors

John Connors – a labor arbitrator, retired fire department captain and retired State of Iowa Representative – was born, raised and resides in Des Moines. A graduate of North High School in Des Moines, Mr. Connors attended the Harvard University Trade Union Program and Des Moines Area Community College. He is a member of Masonic Orders, American Legion, the American Merchant Marine Veterans and Capitol Hill Christian Church. Mr. Connors serves as president and franchise holder of the Iowa Golden Gloves Association, the annual competition for amateur boxing, and is the past national president of the Golden Gloves Association of America. He is the former chair of the Board of Trustees for Des Moines General Hospital, and the past president of the Muscular Dystrophy Association of Central Iowa and the Polk County Society of Crippled Children and Adults. He is the former vice chair of the Des Moines Gateway East Project and a former lobbyist for the fire fighters. Mr. Connors served sixteen terms in the Iowa House of Representatives, acting as the Speaker pro-temp for the 70th, 71st, 72nd, 73rd and 74th General Assemblies. He was the chair of the twelve-state Midwestern Legislative Conference in 1987 and 1989, and chair of the Council of State Governments in 1992. Mr. Connors served in the U. S. Merchant Marines in WWII. He and his wife, Marjorie, have one son and one daughter, four grandchildren and four great-grandchildren.

DRAFT

DRAFT

Date: October 17, 2005

To: GSE Customer Council

From: Jim Chrisinger, Jennifer St. John, and Marcia Spangler

Re: Purchasing Formula for FY08

These issues are complicated and there are no easy answers. That said, our committee wrestled with the issues and offers the following options for discussion. With the wisdom of the entire Council and GSE partners adding to the mix, I'm confident we can come up with something to improve performance and accountability, and be workable for GSE.

The options below are not mutually exclusive. Some mix 'n match is possible.

1. Raise the limit for agency purchases on their own to \$10,000

This step would reduce DAS time commitments for smaller purchases and lead to increased rebate dollars as DAS focuses on larger purchases. This change should be accompanied by GSE training for agencies to ensure all agencies understand the rules and the process. The way such a change would affect payments to GSE would also need to be considered and resolved.

2. Agencies pay a flat fee (subscription), by agency size

This approach has the advantages of simplicity, stability, and predictability, especially for GSE. Federal guidelines would preclude basing this fee on FTEs, but it could be based on dollars, excluding personnel/payroll costs.

This approach encourages agencies to use GSE services, perhaps to a fault. It does not allow agencies flexibility in deciding how much service they want to buy, as opposed to do themselves.

GSE is working to reduce these fees by increasing rebate revenue and using that revenue to reduce rates.

3. Differentiate large-scale, bulk buying from one-time, unique item purchases

GSE adds the most value in the former and the least in the latter. Find ways, including through strategic sourcing, for GSE to be compensated for putting advantageous contracts in place for bulk buying, probably through a percentage charge. Eliminate loopholes so all contribute to these charges, thereby lowering the rate needed to support the activity.

Concerns by GSE about revenue predictability would need to be addressed.

4. GSE provides a “menu of services,” each with an appropriate funding mechanism

So, for example, bulk purchases could be handled on a percentage basis, while large complex, one-time services could be hourly billed separately, and training for routine small purchases could be a separate item funded through workshop fees.

Agencies could be trained up to a “certified purchasing agent” level and then handle many transactions on their own, with GSE in an advisory capacity.

Concerns here focus on complexity (detailed time reporting, intake processes, etc.), billing procedures, and consistency of revenue for GSE. There are also questions here about what parts of the service could perhaps be marketplace vs. utility.

This approach would better match billings to services provided.

TO: GSE CUSTOMER COUNCIL
FROM: OFFICE/STORAGE RATE SUBCOMMITTEE
DATE: DECEMBER 30, 2005
Re: SUBCOMMITTEE REPORT

ISSUE: Should the current rate distinction between office space (\$3.51 per square foot) and storage space greater than 1,000 square feet (\$2.72 per square foot) be maintained?¹

BACKGROUND: The GSE Customer Council's current rate setting policy is to charge an association fee of \$3.51 per square foot for office space and storage space less than 1,000 square feet. For storage space greater than 1,000, the fee is set at \$2.72 per square foot.

During the past year, staff of DAS GSE met with representatives from each agency. A common issue raised at those meetings was this rate distinction. As such, the Office/Storage Rate Subcommittee of Smithson, Spangler, and Straker was created to review the issue.

The Subcommittee received the attached information (EXHIBIT 1) from DAS GSE and held a meeting to discuss the three scenarios presented therein. The three scenarios in brief:

Scenario 1 = current rate distinction policy

Scenario 2 = all storage rate regardless of size be assessed at the \$2.72 rate

Scenario 3 = all square footage on complex be assessed at the \$3.51 rate

RECOMMENDATIONS: Based on the attached document and the meeting, the Subcommittee makes the following determinations and recommendations:

1. The current rate distinction as set out in Scenario 1 needs to be changed.
2. That the GSE Customer Council review, discuss, receive DAS-GSE input, and vote to approve either Scenario 2 or Scenario 3.
3. The members of the Subcommittee recognize that there are pros and cons concerning both Scenarios 2 and 3 and did not vote to endorse either scenario.

¹ If a change is ultimately made to current policy, it would not be implemented until FY08 as rates have already been established for FY06 and FY07.

Analysis of Office vs. Storage Rates:

- Scenario 1—Current FY2006 Rates
 - \$3.51 for Office
 - \$3.51 for Storage less than 1000 sq. ft.
 - \$2.72 for Storage greater than 1000 sq. ft.
 - Total Revenues = \$4,976,331.74
 - Pros:
 - Status Quo
 - Cons:
 - Two different storage rates may conflict with Federal recovery issues
 - Creates inequity in charging for storage space on Capitol Complex
 - Differences in storage rates complicate square footage tracking, rate setting and billing process
- Scenario 2—All Storage Charged Same Rate
 - \$3.51 for Office
 - \$2.72 for all Storage
 - Total Revenues = \$4,969,480.63
 - Revenue is \$6,851.12 less than Current (Scenario 1)
 - Rates would need to increase by \$0.01
 - Pros:
 - Would eliminate customer perception of paying for services they are not receiving
 - Cons:
 - Many customers have small storage closets within their rentable office space and separating these areas out would be extremely difficult and time consuming, thus creating further customer frustration with the process
 - The cost per square foot for office space would need to increase to cover lost revenues
 - Differences in storage rates complicate square footage tracking, rate setting and billing process
- Scenario 3—One Rate for all square footage on complex
 - \$3.51 for Office
 - \$3.51 for Storage
 - Total Revenues = \$5,030,020.29
 - Revenue is \$53,688.55 more than Current (Scenario 1)
 - Rates would need to decrease by \$0.04
 - Pros:
 - Rates would be simplified and easily understood
 - Overall rate per square foot would decrease
 - Cons:
 - Potential customer perception that they are being charged for a service they are not receiving in the storage areas

Recommendation: Support one rate to simplify the process and generate consistency in rate setting, beginning in FY2008.



**Report to the GSE Customer Council regarding Market Activities Subcommittee
October 27, 2005**

Greg Anliker, Mary Jane Olney and Charlie Smithson met with COO Paul Carlson regarding the subcommittee need to better understand the approach of DAS/GSE regarding market activities and the relationship to Association Utility fees.

The committee asked a variety of questions in an effort to have a better conceptual understanding of the intentions, operational processes and plans regarding market activities of DAS/GSE. Mr. Carlson provided information that broke out GSE activities related to market, utility and leadership activities. He made it clear that staff were only able to charge their respective activity to one category or another (market, utility and leadership), as appropriate. It is not possible, for example, for total charges for any particular position to exceed 1 FTE just because that person's time is split between activities. In other words, double billing of a person's time is not possible.

Additionally, the subcommittee learned that in general, marketplace services must pay for themselves and are reconciled and included with utility costs every six months. Marketplace service balances are combined with balances in utility services to adjust customer rates.

Also of importance was the fact that COO Carlson believes that in the event that an activity paid for under a "utility" generates revenue above costs, those "surplus" revenues would and should be accounted for in the "utility fund" and be used to hold down association utility fees. Currently, this kind of surplus revenue generating activity appears to be occurring in FY06 and GSE customers are expected to benefit through reduced utility rates.

Based on the discussions and exchange of information at the subcommittee meeting, the subcommittee feels these types of activities are being handled in a responsible manner.

Submitted by Subcommittee Chair, Greg Anliker



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2006 Vehicle Contract

The Iowa Department of Administrative Services, Department of Transportation, University of Northern Iowa, University of Iowa, and Iowa State University have completed the competitive bidding process for the State of Iowa's 2006 model year fleet vehicles. Every year we cooperate to increase our purchasing power.

(Please note that vehicles are available for order only during certain periods of the year.)

Sample of Law Enforcement Vehicle Pricing

Description	Dealer	Make	Model	Vehicle Model Code	Final Price
LARGE-SIZE FOUR (4) DOOR FRONT WHEEL DRIVE ENFORCEMENT SEDAN	Karl Chevrolet	CHEVROLET	IMPALA POLICE	1WS19	\$17,934.00
FULL-SIZE FOUR (4) DOOR REAR WHEEL DRIVE ENFORCEMENT SEDAN, POLICE TYPE, EPA DEFINED. PASSENGER AND CARGO SPACE MUST BE 130 CU. FT. OR GREATER (FORD CROWN VICTORIA POLICE INTERCEPTOR)	Charles Gabus Ford	FORD	CROWN VIC	P71	\$20,198.00
LARGE-SIZE FOUR (4) DOOR REAR WHEEL DRIVE ENFORCEMENT SEDAN, POLICE TYPE, PASSENGER AND CARGO SPACE MUST BE 120 CU. FT. BUT LESS THAN 130 CU. FT. (DODGE CHARGER POLICE VEHICLE)	Pat Clemons, Inc.	DODGE	CHARGER POLICE	LXDH48	\$22,627.00

Sample of Sedan Pricing

COMPACT FOUR (4) DOOR FRONT WHEEL DRIVE SEDAN, EPA DEFINED. PASSENGER AND CARGO SPACE MUST BE 100 CU. FT. OR GREATER, BUT LESS THAN 109 CU. FT. WHEELBASE MINIMUM 102 INCHES.	Charles Gabus Ford	FORD	FOCUS	P34	\$10,988.80
MID-SIZE SEDAN, FOUR (4) DOOR. PASSENGER AND CARGO SPACE MUST BE 110 CU. FT. OR GREATER. FRONT WHEEL DRIVE ONLY. MUST BE E-85.	Charles Gabus Ford	FORD	TAURUS	P53	\$12,530.35

Sample of Mini-van pricing

FRONT WHEEL DRIVE MINI WINDOW VAN W/7-PASSENGER SEATING: 5,350 lb. GVWR minimum, V6 Engine, Automatic Transmission.	Bob Brown Chevrolet	CHEVROLET	UPLANDER	CU11416 1FL 3.5L V6	\$16,423.45
EXTENDED FRONT WHEEL DRIVE MINI CARGO VAN W/2 PASSENGER SEATING: 5,300 lb. GVWR minimum, V6 Engine, Automatic Overdrive Transaxle	Charles Gabus Ford	FORD	FREESTAR	A54	\$13,216.20

Sample of Standard Pick-up Truck Pricing

LARGE STANDARD CAB PICKUP: 5,500 lb. GVWR minimum, 8 ft. Straight Side Body, V-6 Engine, Automatic Transmission	Karl Chevrolet	CHEVROLET	SILVERADO	CC15903	\$12,959.00
LARGE STANDARD CAB PICKUP: 6,000 lb. GVWR minimum, 8 ft. Straight Side Body, E85 FFV Engine, Automatic Transmission	Bob Brown Chevrolet	CHEVROLET	SILVERADO	CC15703 1WT 5.3L V8	\$14,353.57
LARGE STANDARD CAB PICKUP: 6,000 lb. GVWR minimum, 8 ft. Straight Side Body, Special Paint, Base Engine, Automatic Transmission	Bob Brown Chevrolet	CHEVROLET	SILVERADO	CC15903 1WT 4.3L V6	\$12,570.50

Sample of Compact Pick-up Truck Pricing

COMPACT STANDARD CAB PICKUP: 4,500 lb. GVWR minimum, 6-foot Straight Side Body, Minimum 2.3L Engine, Automatic Transmission	Charles Gabus Ford	FORD	RANGER	R10	\$11,351.00
COMPACT EXTENDED CAB PICKUP: 4,500 lb. GVWR minimum, 6-foot Straight Side Body, Minimum 2.3L Engine, Automatic Transmission	Mid-States Ford	FORD	RANGER	R44	\$12,936.00

To view all vehicles available on the State contract:
<http://das.gse.iowa.gov/Vehicles06/Vehicles06.html>

Hotel and Motel Pricing

DAS has established favorable rates with hotels, motels, and bed and breakfast establishments throughout Iowa in an effort to hold down the cost of in-state employee travel. A website indicating hotels/motels that have agreed to offer single night stays at \$45.00 or less can be found at:

http://das.gse.iowa.gov/services/hotel_motel.html. This year, DAS requested that hotels/motels offer this pricing to employees of political subdivisions and over 75% agreed.

Grainger Contract

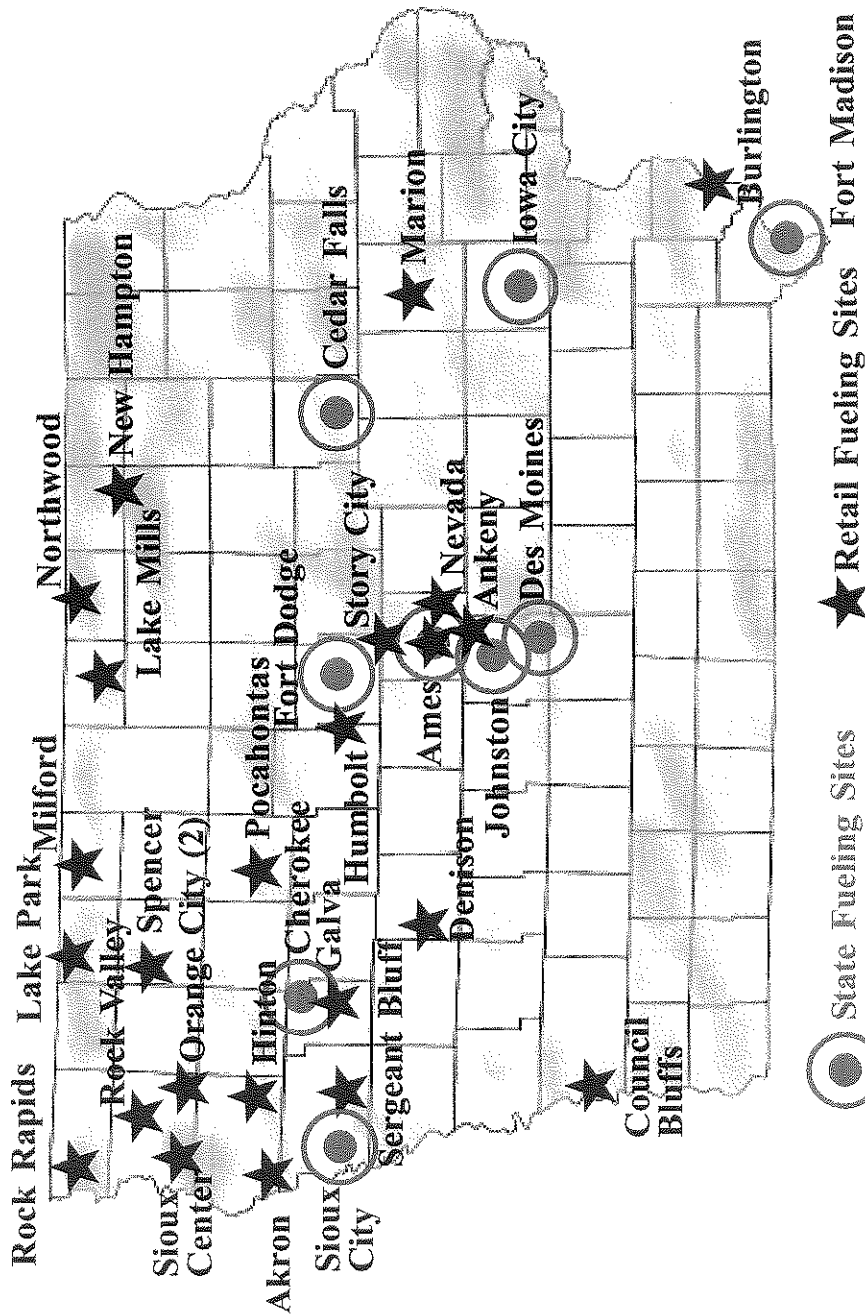
The State of Iowa recently participated in the evaluation process for a multi-state contract that provides maintenance, repair and operating (MRO) products. This includes items such as lighting, electrical supplies, cleaning supplies, HVAC products, and power tools. The contract was awarded to Grainger, which has five locations serving Iowa. For more information about the contract contact Ken Paulsen, 281.6366.

www.grainger.com

Software Spectrum

A bid for off-the-shelf commercial software products was recently finalized and awarded to Software Spectrum. This contract provides volume discounts for off-the-shelf products like Microsoft Windows, Adobe, and McAfee.

State and Retail Fueling Sites



State Fueling Sites	
Ames - Iowa Dept of Transportation, 800 Lincoln Way	Ft. Madison - Iowa State Penitentiary, 31 Avenue G
Cedar Falls - University of Northern Iowa, 31st St & Hudson	Iowa City - University of Iowa, 603 S. Madison
Cherokee - Cherokee Mental Health Institute, 1251 West Cedar Loop	Johnston - Camp Dodge (Tentatively available in March 2005-call 515-242-0035 to request a fuel key for the pump)
Des Moines - State of Iowa Vehicle Dispatch, 301 E 7th St	Sioux City - Sioux City, City Maintenance Garage, 1821 18th St
Ft. Dodge - Ft. Dodge Correctional Facility, 1550 L St.	

Retail Fueling Sites

- ★ Akron - Pronto Convenience Store, 100 Highway 12
- ★ Ames - Kum & Go, 2801 13th Avenue
- ★ Ankeny - Kum & Go, 1910 SW White Birch Circle
- ★ Burlington - 34 Fast Break Truckstop 4305 W. Mt. Pleasant St.
- ★ Council Bluffs - Fill & Food Total, 701 32nd Avenue
- ★ Denison - The Petroloc, 820 2nd Ave. N
- ★ Galva - Galva Holstein Ag, LLC, 1583 Market Ave.
- ★ Hinton - Hinton Ampride, 121 Hwy. 75 N.
- ★ Humboldt - Cenex Ampride, 1301 10th Ave. N
- ★ Lake Mills - Corner Stop, 102 N. Lake
- ★ Lake Park - Farmers Exchange Coop., 400 S. Market St.
- ★ Marion - Linn Coop Oil, 325 35th St.
- ★ Milford - Great Lakes Coop., 1808 Okoboji Ave.
- ★ Nevada - Heart of Iowa Coop Cenex Corner of Lincoln Hwy. & 600th Ave.
- ★ New Hampton - Five Star Coop., 1949 N. Linn Ave.
- ★ Northwood - Northern Coop Services, 620 Central Avenue
- ★ Orange City - Midwest Farmers Coop, 310 8th St.
- ★ Orange City - Sinclair Hwy Service, 206 8th St. SE, Hwy. 10
- ★ Pocahontas - Pro Cooperative Cenex, 101 N. Main
- ★ Rock Rapids - Lyon County Coop Oil Company, 102 First Avenue
- ★ Rock Valley - Mex-CitGo, 1602 10th St.
- ★ Sergeant Bluff - Phillips 66, 200 1st St.
- ★ Sioux Center - Coop Gas & Oil, 153 North Main St.
- ★ Spencer - Cenex, 701 4th Ave. W.
- ★ Story City - Cenex (Heart of Iowa Coop), 633 Market Ave

What vehicles take E85?

DaimlerChrysler

'04-'05 4.7L Dodge Ram pickup
1500 series
'03-'05 2.7L Stratus sedans,
Sebring and Sebring Convertibles
'04 3.3K Dodge Cargo minivans
'98-'03 3.3K Dodge minivans
'98-'03 3.3L Plymouth minivans
'98-'03 3.3L Chrysler minivans

Ford Motor Company

'02-'05 4.0L selected Explorers
'02-'05 4.0L selected Explorers
Sport Trac
'99-'05 3.0L selected Taurus LX,
SE and SES sedans
'01-'03 3.0L Ranger Supercab
2WD pickups
'99-'00 3.0L Ranger 2WD and
4WD pickups

General Motors Corporation

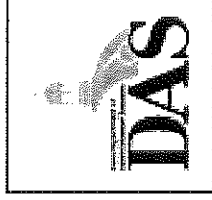
'02-'05 5.3L selected Sierra and
Silverado pickups
'05 5.3L Avalanche pickups
'02-'05 5.3L Suburbans, Tahoes,
Yukons and Yukon XLS
'00-'02 Chevrolet S-10 and GMC
Sonoma 2WD pickups

Mazda

'99-'01 3.0L Mazda B3000 pickups

Mercedes

'03 and '05 3.2L C320 series
'05 2.6L C240 series



Why use E85 Fuel?

- It reduces harmful emissions and helps protect the air we breathe
- Ethanol is a renewable fuel made from corn grown in Iowa
- Helps reduce our dependence on foreign oil
- No special training or knowledge is needed to fuel an E85 vehicle
- E85 has an octane rating of 100-plus while regular gasoline is only 87-octane
- All E85-capable vehicles use proven, reliable technology that is built as original equipment by auto manufacturers
- E85 vehicles carry the same warranties as gasoline-only vehicles
- Stations selling E85 fuel typically price it less than 87-octane gasoline
- E85 keeps our energy dollars in Iowa, employing Iowans and stimulating Iowa's economy.
- The State of Iowa supports E85 use
- The Iowa Code requires 10% of all new vehicles and trucks purchased each year by the state to accept a flexible fuel such as E85
- The Iowa Administrative Code requires state employees driving E85 vehicles to fuel up with E85 fuel whenever possible. If the driver is not close to an E85 station, they are to purchase only enough gasoline to get them to the next E85 station.

Questions/Information?

Mercury

'02-'05 3.0L selected Sables, GS
sedans and wagon
'02-'05 4.0L selected Mountaineers

Isuzu

'00-'02 2.2L Hombre pickups

Iowa Dept. of Administrative Services
Fleet, Mail and Print Bureau
301 E. 7th Street
Des Moines, IA 50319
515-281-5122

Iowa Dept. of Natural Resources

<http://www.state.ia.us/dnr/energy/index.html>

National Ethanol Vehicle Coalition

www.E85Fuel.com

Governors' Ethanol Coalition

<http://www.ethanol-gec.org>

Iowa Corn Promotion Board

<http://www.iowacorn.org/ethanfqs.htm>

Renewable Fuels Association

<http://www.ethanolrfa.org>



Iowa Department of
Administrative Services

Director's Office

Thomas J. Vilsack, Governor
Sally J. Pederson, Lt. Governor

Mollie K. Anderson, Director

Date: January 6, 2006

To: Agency Directors and Agency Finance Managers

From: Mollie Anderson, Director
Department of Administrative Services

Re: Purchasing Utility Fee Reduction

DAS is pleased to announce that on Friday, January 6, 2006, the GSE Customer Council approved a reduction in the purchasing utility fee charged to your agency.

The reduction will begin with your January bill and continue through the end of Fiscal Year 2006. Total fees paid by agencies to support the DAS Purchasing operation on an annual basis are \$1,200,000. This change represents a \$300,000 reduction in the fee, a 50% reduction in your bill for the balance of FY '06.

This fee reduction was made possible due to a number of factors:

- The aggressive pursuit of vendor rebates:
 - a. In Fiscal Year 2004, DAS Purchasing received \$38,400 in rebates;
 - b. In Fiscal Year 2005, DAS Purchasing received \$300,000 in rebates; and
 - c. In Fiscal Year 2006, DAS Purchasing is on target to meet its goal of receiving \$500,000 in rebates.

Rebates are received from vendors based upon the volume of purchases and do not affect contract prices. Contracts that include rebates are:

Commerce Bank (procurement card)
Dell
Fed Ex
Gateway
Grainger
Hewlett Packard

Howard Computers
IBM
Konica Minolta
Kyocera Mita
Lenova
Lexmark
MPC
OfficeMax
Sherwin Williams
Software Spectrum (effective 12/31/06)
United Parcel Service
Xiotech Storage

- The inclusion of purchases by political subdivisions in the rebate formula. The majority of rebates received from technology companies result from counties, schools, cities, and community colleges purchasing computers and related IT equipment from DAS contracts.
- DAS Purchasing has been able to hold the line on costs and has not requested a fee increase from the GSE Customer Council for three fiscal years.

We are pleased to report this good news to you and look forward to continuing our cooperative, entrepreneurial spirit that has brought about savings and efficiencies in state government.

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Additionally, the subcommittee learned that in general, marketplace services must pay for themselves and are reconciled and included with utility costs every six months. Marketplace service balances are combined with balances in utility services to adjust customer rates.

Also of importance was the fact that COO Carlson believes that in the event that an activity paid for under a "utility" generates revenue above costs, those "surplus" revenues would and should be accounted for in the "utility fund" and be used to hold down association utility fees. Currently, this kind of surplus revenue generating activity appears to be occurring in FY06 and GSE customers are expected to benefit through reduced utility rates.

Based on the discussions and exchange of information at the subcommittee meeting, the subcommittee feels these types of activities are being handled in a responsible manner.

Submitted by Subcommittee Chair, Greg Anliker

Williams, Nancy [DAS]

From: Anderson, Mollie [DAS]
Sent: Friday, January 06, 2006 11:51 AM
To: IA Dept Directors - Executive Branch; IA Elected Officials; Eisenhower, Cynthia [IGOV]; DAS
SAE Department Financial Managers
Cc: IA Dept Directors Assistants; DAS Executive Leadership Team; Williams, Nancy [DAS]
Subject: Purchasing Utility Fee Reduction

Attachments: Purchasing Utility Fee Reduction 1-2006.doc

January 6, 2006

TO: Department Directors & Elected Officials
Department Financial Managers

FR: Mollie Anderson

The Department of Administrative Services is pleased to announce that on Friday, January 6 2006, the General Services Enterprise Customer Council approved a reduction in the purchasing utility fee charged to your agency.

The reduction will begin with your January bill and continue through the end of Fiscal Year 2006. This change represents a \$300,000 reduction in the fee, a 50% reduction in your bill for the balance of Fiscal Year 2006.

The attached memorandum will give you more details on this fee reduction. If you have any questions, please feel free to contact Debbie O'Leary at 281-8384 or via email at debbie.oleary@iowa.gov.



Purchasing Utility
Fee Reducti...

Mollie Anderson
Director
Iowa Department of Administrative Services
Phone: (515) 281-5360
Fax: (515) 281-6140
mollie.anderson@iowa.gov
<http://www.state.ia.us/das/>
<http://www.resultsiowa.org>



Iowa Department of
Administrative Services

Director's Office

Thomas J. Vilsack, Governor
Sally J. Pederson, Lt. Governor

Mollie K. Anderson, Director

January 6, 2006

MEMORANDUM

TO: Department Directors & Elected Officials
Department Finance Managers

FR: Mollie Anderson
Director

RE: Purchasing Utility Fee Reduction

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Commerce Bank (procurement card)	Kyocera Mita
Dell	Lenova
Fed Ex	Lexmark
Gateway	MPC
Grainger	OfficeMax
Hewlett Packard	Sherwin Williams
Howard Computers	Software Spectrum (effective 12/31/06)
IBM	United Parcel Service
Konica Minolta	Xiotech Storage

- The inclusion of purchases by political subdivisions in the rebate formula. The majority of rebates received from technology companies result from counties, schools, cities, and community colleges purchasing computers and related Information Technology (IT) equipment from DAS contracts.
- DAS Purchasing has been able to hold the line on costs and has not requested a fee increase from the GSE Customer Council for three fiscal years.

We are pleased to report this good news to you and look forward to continuing our cooperative, entrepreneurial spirit that has brought about savings and efficiencies in state government.

If you have questions concerning this information, please feel free to contact Debbie O'Leary at 281-8384 or via email at Debbie.oleary@iowa.gov .



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